

# Monongalia County Schools

## JOB DESCRIPTION

### **TITLE: COOK III**

**DEFINITION:** "Cook III" - personnel employed to assist the cafeteria manager, interpret menus, and to prepare and serve meals, make reports, prepare requisitions for supplies, order equipment and repairs for a food service program of a school system.

### **QUALIFICATIONS:**

1. High School diploma or equivalency;
2. Ability to communicate, read, write, and follow written and verbal instructions, accept supervision, and be compatible to working with children;
3. Maintain high standards of personal hygiene;
4. Demonstrate knowledge of the use and care of equipment to be used in a school kitchen;
5. Meet health requirements commensurate with physical demands of the job;
6. Meet the health requirements set forth by West Virginia State Code and local policies;
7. Hold a valid Food Handler's Card from the Monongalia County Health Department;
8. Pass the Service Personnel Competency Test for Cook.

**REPORTS TO:** Building Administrator, Cafeteria Manager

**JOB GOAL:** To serve the students nutritious and aesthetically pleasing meals in an atmosphere of efficiency, cleanliness, and friendliness.

**CONTRACT TERM:** 200 days. Salary will be established by the Monongalia County Board of Education on an annual basis.

**EVALUATION:** Job performance will be evaluated in accordance with the Monongalia County Board of Education Staff Evaluation Policy.

### **ESSENTIAL JOB FUNCTIONS:**

1. Prepare serving counter;
2. Participate in the preparation of food according to a planned menu and determine if the finished product is of the best quality in flavor and appearance before it is served;
3. Determine the quantity of each food to be prepared daily;
4. Follow the National School Lunch Guidelines to determine the necessary serving sizes for a reimbursable meal;
5. Serve students and staff from the cafeteria counter;
6. Remove used dishes and assist in the cleaning of counters, tables, and furnishings in the dining area;
7. Maintain sanitary preparations and serving conditions at all times;
8. Maintain the trash collection area in a neat and sanitary fashion;
9. Perform related duties as required, including duties at special meal functions;
10. Report needed repairs to the cafeteria manager;

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11. Observe all safety and sanitary rules and procedures;
12. Other duties as assigned by the building administration or cafeteria manager.

### **NON-ESSENTIAL JOB FUNCTIONS:**

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.
4. Maintain positive public and employee relations.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to humid conditions, and moving mechanical parts.

**JOB DESCRIPTION REVIEW:** This job description will be reviewed annually.

All job descriptions will contain the information and facts considered to be essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all of the work required to be performed.